

UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF OKLAHOMA

IN RE: PRIVACY AND PUBLIC
ACCESS TO ELECTRONIC
CASE FILES

)
)
)

GO-05-2

FILED

FEB 16 2005

ROBERT M. OLIVAS, CLERK
U.S. DIST. COURT WESTERN DIST. OF OKLA.
BY CS DEPUTY

AMENDED GENERAL ORDER REGARDING PRIVACY
AND PUBLIC ACCESS TO ELECTRONIC CASE FILES

This Order supersedes General Order 03-5 (July 28, 2003), regarding Privacy and Public Access to Electronic Case Files.

In compliance with the policy of the Judicial Conference of the United States and the E-Government Act of 2002 and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, persons shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all papers filed with the Court, including exhibits thereto, whether filed electronically or in paper format, unless otherwise ordered by the Court:

- **Social Security Numbers.** If an individual's social security number must be included in a paper filed with the Court, only the last four digits of that number should be used.
- **Names of Minor Children.** If a minor child must be mentioned, the child shall be referred to in the manner that most effectively shields the identity of the minor in the context of the proceeding. For example, the child may be referred to by initials; by symbol (Child A, Child B); as Doe 1, Doe 2, etc.; or by the child's status in the litigation (*i.e.*, Witness, Victim, Ward, Beneficiary).
- **Dates of Birth.** If an individual's date of birth must be included in a paper, only the year of birth should be used.
- **Financial Account Numbers.** If a financial account number is relevant, only the last four digits of such number should be used.

In compliance with the E-Government Act of 2002, a person wishing to file a paper that contains any of the personal data identifiers listed above may, with the Court's permission, file an unredacted version of the paper under seal. The unredacted version shall be retained

by the Court as part of the record. The Court may, however, still require the filing of a partially redacted version of the paper for the public file. Such paper shall be clearly identified as a redacted version. The responsibility for redacting these personal data identifiers rests solely with counsel and the persons filing papers with the Court. The Clerk of Court will not review papers for compliance with this General Order.

The effective date of the General Order is February 16, 2005.

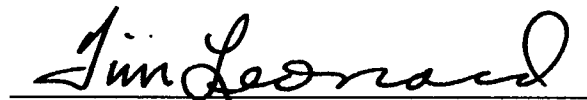
IT IS SO ORDERED this 16th day of February, 2005.



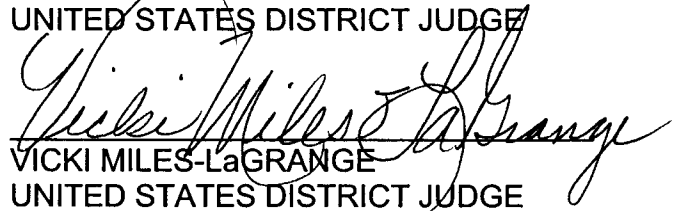
ROBIN J. CAUTHRON, CHIEF
UNITED STATES DISTRICT JUDGE



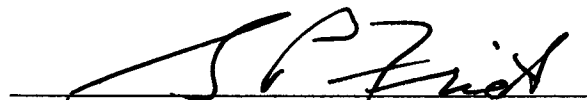
DAVID L. RUSSELL
UNITED STATES DISTRICT JUDGE



TIM LEONARD
UNITED STATES DISTRICT JUDGE



VICKI MILES-LAGRANGE
UNITED STATES DISTRICT JUDGE



STEPHEN P. FRIOT
UNITED STATES DISTRICT JUDGE



JOE HEATON
UNITED STATES DISTRICT JUDGE